

Respiratory Care and Polysomnography Practitioner License

Documentation Required for Licensure

- ☐ Application and fee (\$90 + \$55 (cost of the FBI and DCI background check) = \$145). **All application fees are nonrefundable.** To apply, do one of the following:
 - Create an account, apply and pay online at:
<https://ibplicense.iowa.gov/PublicPortal/Iowa/IBPL/common/index.jsp>, OR
 - Request an application packet and return it with a check or money order payable to the Iowa Board of Respiratory Care and Polysomnography:
<http://idph.iowa.gov/Licensure/Iowa-Board-of-Respiratory-Care/Licensure/Application-Request-Form>
 - Print an application from the board's website and return with a check or money order payable to the Iowa Board of Respiratory Care and Polysomnography:
<https://idph.iowa.gov/Licensure/Iowa-Board-of-Respiratory-Care/Licensure>
- ☐ Respiratory Requirement – Applicant must provide proof of achieving the Certified Respiratory Therapist (CRT) or Registered Respiratory Therapist (RRT) certification by the NBRC. Proof of CRT or RRT Certification can be one of the following:
 - Exam scores sent directly from the NBRC.
 - Notarized copy of a certificate showing proof of achievement of the CRT or RRT credential awarded by the NBRC.
 - A notarized score report showing proof of successful completion of the Therapist Multiple Choice Exam, State Clinical Exam, or Certified Respiratory Therapist Exam.
- ☐ Polysomnography requirement: Verification of any **one** of the following:
 - Official transcript showing completion of a polysomnography program accredited by CAAHEP, or
 - Official transcript showing completion of a respiratory care sleep add on program accredited by CoARC, or
 - Official transcript showing completion of an electroneurodiagnostic technologist educational program that is accredited by CAAHEP and proof of completion of the curriculum for a polysomnographic certificate as an extension of the electroneurodiagnostic educational program. or
 - Passing score on the Registered Polysomnographic Technologist Exam administered by the BRPT, or
 - Passing score on the sleep disorders specialist exam administered by the NBRC, or
 - (Persons practicing sleep medicine on January 1, 2017 only) Verification from the medical director of the individual's current employer that the individual has completed on-the-job training in the field of polysomnography, and is competent to perform polysomnography.
- ☐ Background Check Requirement – Most law enforcement agencies have fingerprint cards available upon request or you may request a packet to be mailed to you from our office. The packet will include fingerprint cards and a waiver form. To receive a packet, contact the Iowa Board of Respiratory Care and Polysomnography at (515) 281-0254. After an initial application review, applicants who did not have fingerprint cards submitted with their application will receive a packet from the Board office in the mail. For those applicants getting cards directly from their

local law enforcement agency please make sure the agency is using the standard 8x8 federal fingerprint cards.

- Two fingerprint cards. Take the fingerprint cards to a local law enforcement agency for completion. Submit both completed fingerprint cards to the Board office.
- Background check waiver form. Read and sign the waiver form. Return it with the completed fingerprint cards.

Mail documents to:

**Board of Respiratory Care & Polysomnography
Bureau of Professional Licensure
Lucas State Office Building, 5th Floor
321 E. 12th Street
Des Moines, Iowa 50319-0075**